

# ***Review, Accept, or Reject Form 2000 Reports***

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## **Scope**

This section describes how to use SFA FMS to search for and review Form 2000 reports submitted by a Guarantee Agency (GA) and either accept or reject those reports.

This procedure covers how to search for and review submitted Form 2000 reports.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

*SFA Financial Partner Manager*

When a GA submits a Monthly, Monthly/Quarterly, or Annual report using Form 2000, the Financial Partner common mailbox will receive an E-mail notification. A Financial Management user with SFA Financial Partner Manager responsibility can access the submitted GA report and review the submitted Form 2000 reports on-line.

## **Distribution**

N/A

## **Ownership**

N/A

## Activity Preface

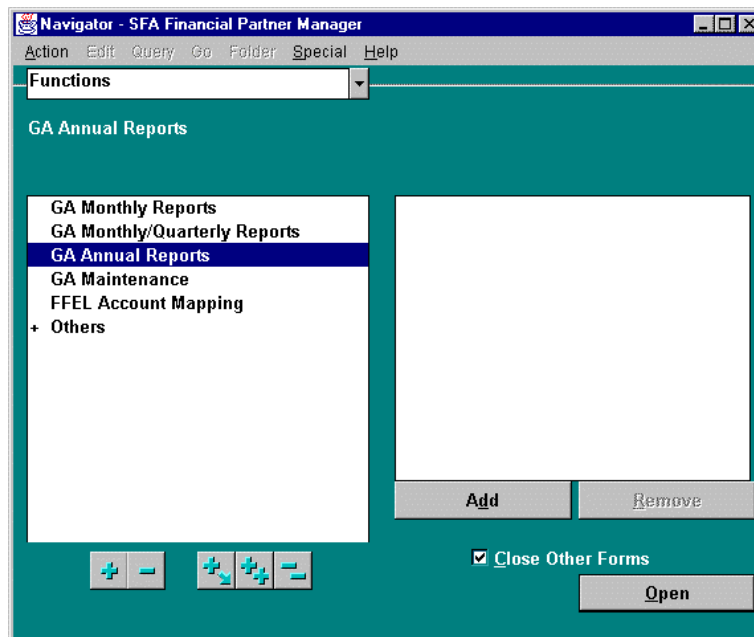
This activity is performed whenever a GA submits a Monthly, Monthly/Quarterly, or Annual report using the Form 2000.

This procedure continues from:

*Access GA Monthly/Quarterly Report [PROG0003]*

### Review, Accept, or Reject Form 2000 Reports-SFA Financial Partner Manager

1. From the Navigator window, click **GA Annual Reports**.



2. Click the Open button. The “SFA GA Annual Financial Report“ window appears. The reports appear in ascending order by GA codes with reports for a particular GA code in reverse chronological order by fiscal year.

**SFA GA Annual Financial Report**

Action: Edit Query Go Filter Refresh Help

GA Code: **201** Status: **Submitted** Source: **Form** Fiscal Year: **2000**

GA Name: **GA Institution Name 201**

GA Comments:

ED Comments:

Item No	Category Detail	Amount/ CY Actual	CY + 1 Projection	CY + 2 Projection	CY + 3 Projection	CY + 4 Projection	CY + 5 Projection
<b>Loans in Repayment</b>							
AR-1	Loans Guaranteed 0	1622672173					
AR-2	All Loans Canceled	103639233					
AR-3	Federal Consolidation	0					
AR-4	Federal Consolidation	0					
AR-5	Uninsured Loans	1952687					
AR-6	Loans Transferred In	4672618					
AR-7	Loans Transferred Out	0					
AR-8	Default Claims Paid	72337235					
AR-9	Bankruptcy Claims Paid	2677668					
AR-10	Death and Disabilities	7065700					

Accept Reject

**FYI:** There are five possible values for the **Status** field on the GA Form 2000 reports:

**New** - a blank report for data entry. These can only be viewed or modified by the GA users.

**In Process** - a report that the GA has saved, but has not submitted. These can only be viewed or modified by the GA users.

**Submitted** - a report that the GA has submitted to SFA. The SFA Financial Partner Manager needs to review these reports and either accept them or reject them with comments. The GA cannot modify reports with this status.

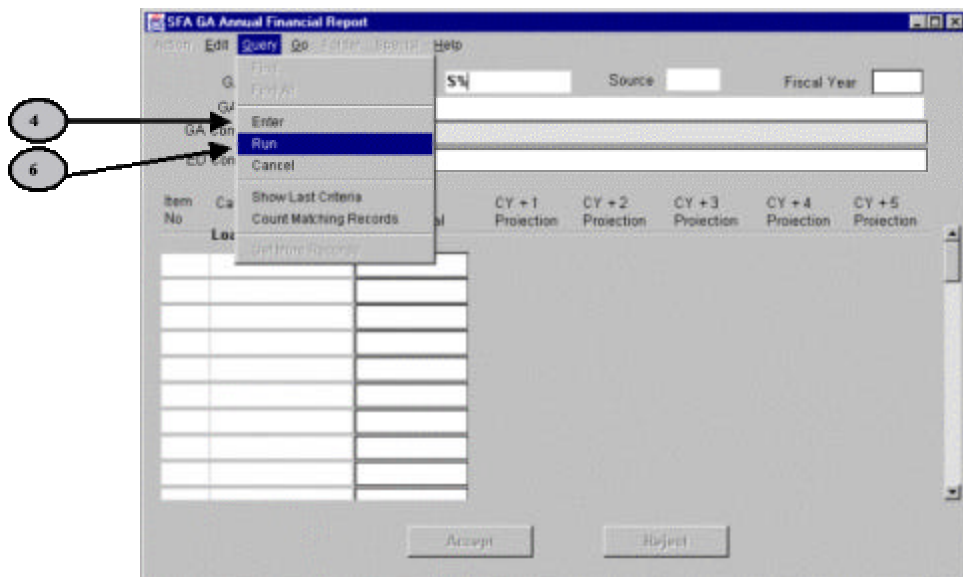
**Accepted** - a report that has been accepted by the SFA Financial Partner and loaded into the SFA FMS AP and GL. Neither the GA nor the SFA Financial Partner Manager can modify reports with this status.

**Rejected** - a report that has been rejected by the SFA Financial Partner Manager. The GA must review the SFA Financial Partner Manager comments, modify the data as needed, and re-submit the report. The SFA Financial Partner Manager cannot modify reports with this status.

3. Use the **arrow** keys on your keyboard to move between reports.
4. To search for a specific GA Annual Report Select **Enter** from the **Query** menu to query on a specific field. The fields in the "SFA GA

Annual Financial Report” window are cleared. This prepares the system to accept your search criteria.

**FYI:** The SFA Financial Partner Manager can access the GA Form 2000 reports for review purposes only. They cannot make changes or modifications to the GA Form 2000 reports, except to enter comments in the ED Comments field. If changes are necessary, SFA Financial Partner Manager will need to enter comments and reject the submitted report. Upon rejection, the GA contact will receive an E-mail notification. The GA can then make modifications and resubmit the report.



**FYI:** The SFA Financial Partner Manager may search on the following fields: **GA Code**, **Status**, **Source**, **Fiscal Year**, **GA Comments**, **ED Comments**, or any of the numeric fields in lines **AR-1** through **AR-57**. The percent sign (%) can be used as a wildcard. For example, in the **Status** field, type S % to find all the reports with a status of Submitted.

5. Tab to the field in which you would like to search and type the criteria that you would like to find.
6. Select **Run** from the **Query** menu. The “SFA GA Annual Report” window appears with the reports that match your search in ascending order by GA codes with reports for a particular GA code in reverse chronological order by Fiscal Year.

Item No	Category Detail	Amount/ CY Actual	CY + 1 Projection	CY + 2 Projection	CY + 3 Projection	CY + 4 Projection	CY + 5 Projection
AR.15	Beginning Balance	9842025	0	0	0	0	0
AR.16	Investment Earnings	543782	0	0	0	0	0
AR.17	Reinsurance from EI	24777015	0	0	0	0	0
AR.18	Collections of Defac	335046	0	0	0	0	0
AR.19	Insurance Premiums	1163194	0	0	0	0	0
AR.20	Other Revenues	1299625	0	0	0	0	0
AR.21	Claims Expensed to	21995374	0	0	0	0	0
AR.22	Recall of Federal Fu	0	0	0	0	0	0
AR.23	Transfer to Operatin	1806007	0	0	0	0	0
AR.24	Transfer to Operatin	0	0	0	0	0	0

7. Use the **scroll bar** to view the data within a report or Tab through the fields within a report one-by-one to review the data.
8. Double-Click on the gray line number to access the detail window box. The “Schedule of Itemized Line Items” window appears.

**FYI:** If the text in a field appears truncated, place your cursor in the specific field and select **Edit Field** from the **Edit** menu to view the entire contents of the field in the “Editor” window. This functionality exists for all fields in the system. If your responsibility has the capability to make modifications to the contents of the field, the text may be modified in the “Editor” window and saved.

9. Use the **Tab** key to move between fields. **Select Edit Field** from the **Edit** menu to view the contents of a field in the “Editor” window.

10. Click **OK** on the “Editor” window to return to the “Schedule of Itemized Line Items” window.

11. Click the **Return** button. The “SFA GA Annual Financial Report” window appears.
12. Click the **X** button to close the “SFA GA Annual Financial Report” window. The “Navigator – SFA Financial Partner Manager” window appears.

**End of activity.**

